



The Commonwealth of Massachusetts  
Office of the Comptroller  
One Ashburton Place, Room 901  
Boston, Massachusetts 02108

MARTIN J. BENISON  
COMPTROLLER

Month Day, Year

Any Vendor  
123 Boston Road  
Boston, MA 02110

Attention: Accounts Receivable

Text Varies

Mail, fax or email this documentation to:

Vendor Compliance Office  
198 Tremont Street, Room 423  
Boston, MA 02116

(617) 973-0669 phone  
(617) 973-1511 fax  
[Compliance@MassVendors.us](mailto:Compliance@MassVendors.us)

Please provide contact information for an individual who can answer questions on the information provided.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Thank you for your assistance with this request – the Commonwealth values our supplier relationships! Should you have any questions, please call an auditor in the Vendor Compliance Office at the phone number above.

Sincerely,

Martin J. Benison  
Comptroller